

25 January 1979

Classification Review Procedure

CRP 79-2

RESCINDS: 78-10 of 17 March 1978

CIA DOCUMENTS CONTAINING CLASSIFIED MATERIAL FROM OTHER AGENCIES

Whenever CIA originated documents containing classified material from other U.S. Government agencies are encountered during the review process, they will be handled by the following procedure:

1. If the document cannot be declassified from CIA's standpoint, it will be treated the same as any other document that cannot be declassified. It may, however, be downgraded if overclassified.

2. If the document can be declassified from CIA's standpoint but contains material from another U.S. Government agency which that agency may consider classified, the document

(a) Should be stamped:

This document has been reviewed by the  
CIA and a classification retained only  
because it contains information received  
from another government agency. The  
document may be declassified subject  
to approval by the other agency(s)  
concerned.

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

(b) Will automatically be protected at the CONFIDENTIAL level.

(c) Should be tabbed for ready identification as requiring review by another agency or agencies.

3. On the data input sheet (Form 4023A)

(a) Place a "Z" in the Review Classification box.

(b) Place a "50" (new code assigned to indicate review by another agency) in the Justification Retention box.

(c) Place a "10" in the Next Review Date box.

(d) Under the Review Coordination section, enter the agency or agencies that supplied the information, if identifiable. (See attached example)

STATINTL

Chief, Classification Review Group

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☐ UNCLASSIFIED ☐ CONFIDENTIAL **DECLASSIFICATION WORKSHEET** ☐ SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER		CREATION DATE D D M M Y Y	ORIGINATING COMPONENT

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
Z	50	10	STATE

25 January 1979

Classification Review Procedure

CRP 79-1

RECORDING THE NEXT REVIEW DATE FOR CIA NON-FOREIGN MATERIAL

1. Executive Order 12065 provides that all documents, after the initial review, must be reviewed at 10 year intervals unless declassified or a waiver for a longer interval is granted by the ISOO. It also says that the next review date must appear on the document itself. CRG in consultation with NARS has decided that only the year of next review is necessary. Therefore, for documents being reviewed in 1979 the reviewer would record 1989 on the document.

2. In the "next review date" field on form 4023A, enter "10" as has been done thus far.

3. This procedure applies to CIA originated information only. For the procedure applicable to foreign derivative or liaison information see CRP 79-3. For the procedure for handling foreign government documents see CRP 78-37.



Chief,  
Classification Review Group

STATINTL